



**DEPARTMENT OF THE AIR FORCE
435TH AIR BASE WING (USAFE)**

15 MAR 2004

**MEMORANDUM FOR ALL 435 ABW GROUP COMMANDERS AND WING STAFF
DIVISION CHIEFS**

FROM: 435 ABW/CC

SUBJECT: Performance Awards for Civilian US Appropriated Fund Employees

1. Performance awards may be granted to civilian employees to recognize high levels of performance in conjunction with the annual performance rating. The following guidelines will help maintain consistency in the awards process while allowing units the flexibility they need to meet their objectives.

2. Performance awards are not given automatically. Rating supervisors will recommend performance awards and the appraisal reviewing officials may concur in the recommendation by signing the AF 860A, Civilian Rating of Record. There are three types of awards that may be recommended in conjunction with the annual performance rating.

a. Cash awards may be granted as a specific dollar amount of the employee's basic salary as of 31 March, the appraisal closeout date. Cash awards of more than 10% must be approved by the Secretary of the Air Force; and those that are more than \$10,000 must be approved by the Office of Personnel Management. Group commanders desiring this level of an award will provide a request package to 435 MSS/DPCE for processing and coordination.


b. A Quality Step Increase (QSI) is a faster than normal, within-grade increase used to reward employees at all General Schedule grade levels that display high quality performance. Only employees in step 4 through 9 of their grade are eligible for a QSI and only one may be received in a 12-month period. Although the QSI is calculated as being equivalent to a 3% cash award (against the group's award maximum dollar amount, i.e., bogey) it continues to cost the government beyond its effective date.

c. Time-Off Awards (TOA) may be granted in lieu of, or in conjunction with, a cash award. Award approving officials may approve TOAs up to 40 hours, which is the maximum allowed. When calculating award amounts, the comparison of TOA to cash is: 1 day = .4% salary; 2 days = .8% salary; 3 days = 1.2% salary; 4 days = 1.6% salary; and 5 days = 2.0% salary.

3. Group commanders are the award approving officials for cash awards above 3%, but not more than 10%, to include a combination of cash award and TOA. An award bogey will be provided by 435 MSS/DPC in the April timeframe. The award approving official also retains responsibility to adhere to their allocated performance award bogey. It is recommended that each

awards approving official (group commander) establish a performance award panel to review all recommendations above 3%. After review, the panel will recommend approval or disapproval of the award to the group commander. If approval is not recommended, the panel will provide reasons for recommending disapproval and a recommendation for an appropriate award amount. The award approval official (group commander) delegates authority for cash awards or a combination of cash awards and TOA up to 3% of the employee's salary, TOA up to 40 hours and QSIs to squadron commanders.

4. Point of contact for questions pertaining to an award bogey amount is Mr Mike Henry (435 MSS/DPCT) at 480-2176. Points of contact for the civilian performance management and awards program are Ms Marina Kappler and Ms Ollie Wilson (435 MSS/DPCE) at 480-4212.



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